

## **Key Person policy**

At Preschool Academy all children are assigned a key person when they begin their settling into nursery prior to their start date.

The key person is responsible for firstly showing the parent/carer their child's 'welcome pack', which contains consent forms, familiarising the parents/carers with the room layout, routine of the room and answer questions that the family may have.

The key person then becomes the parent/carer and the child's initial point of contact for any questions or queries they may have.

At Preschool academy we feel it is important to build a strong relationship between the key person and the child and the family. We believe having this system in place will support the child when they first start.

The key person is also responsible for carrying out monthly observations on each of their key children and updating their development folders and creating new 'Individual development plans' (IDP's) every 3 months.

All the staff in the rooms are responsible for day to day care of the children, meeting the children needs, changing nappies/toileting, helping with meal times, daily sheets, observations and verbal feedback at the beginning and at the end of the day.

<b>This policy was created on</b>	10-11-10
<b>Signed on behalf of Preschool Academy</b>	
<b>Date of review</b>	7-3-17
<b>Date of review</b>	